APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 1-05-79	Georgia Ports Authority Operations Division, Container Central Post Office Box 2406 Savannah, Georgia 31402	Application Number **79-19**
Application Number 60		Date Received JAN 19 1979 Date Completed FEB 16 1979

2. Person to Contact   **Working Title**   **Telephone Number**

E. Pat Ward   Container Central Manager   964-1721, # 343

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest	Latest	**5. Records Series Title** (followed by title used in office; if different)
1973	To Date	Special & Miscellaneous Order File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses – Garden City Terminal and Ocean Terminal, SAvannah State Docks & Railroad Company Augusta State Docks – Barge Terminal, Bainbridge State Docks – Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.

The Container Central Manager is responsible for the overall operation of the Container Central Complex and Field Division. Engages in a variety of planning activities, analyzes ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: Requests by shipping lines for containers to be premounted, demounted, transfer from chassis to chassis, stripped or set out by rail.

Included are: Special orders, miscellaneous orders & invoices.

File is arranged: Chronologically

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old ___3___; Seven to twelve months old ___2___; Thirteen to twenty-four months old ___1___; twenty-five months and older ___1___?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 12 legal boxes

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Shipping line.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? In portion

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need ____2____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other ___month___ then,

☒ Hold in the current files area ___6___ month(s) _____ year(s); then
☒ Transfer to local holding area, hold ___1½___ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
C S Slud	11/17/79	Carol Thompson JDw	1-09-79

	State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	2-15-79
	Secretary of State/Designee	2-13-79
	Attorney General/Designee	2-15-79